



# ENCROACHMENT AGREEMENT SUBMITTAL CHECKLIST E-6

Development Services

Engineering Department

1635 Faraday Avenue

760-602-2750

www.carlsbadca.gov

## FOR CITY USE ONLY

Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Number: \_\_\_\_\_

## CHECK AS APPROPRIATE:

Drawing Number: \_\_\_\_\_

\_\_\_\_ Initial Submittal

Planchecker: \_\_\_\_\_

\_\_\_\_ Resubmittal

Telephone: \_\_\_\_\_

**PLEASE NOTE:** ***INCOMPLETE SUBMITTALS MAY BE RETURNED UNCHECKED.***  
Planchecker will mark items not required with N/A.

## THE FOLLOWING ITEMS ARE SUBMITTED FOR PLANCHECK:

- ☐ 1. Completed and signed Engineering Plancheck Application form
- ☐ 2. Property description in the form of a Grant Deed or Title Report
- ☐ 3. Drawing, to scale, showing location and type of encroachment
- ☐ 4. Legal description of city easement underlying encroachment  
(Not required for single-family property owners)
- ☐ 5. Processing fee (see fee schedule)
- ☐ 6. Other supporting documents or information as necessary
- ☐ 7. Brief description of encroachment: \_\_\_\_\_
- ☐ 8. Reasons for encroachment: \_\_\_\_\_

## FOR RESUBMITTAL: THE FOLLOWING ADDITIONAL ITEMS ARE INCLUDED:

- ☐ 1. Copy of previous city transmittal.
- ☐ 2. All previous checkprints and documents with planchecker's comments.
- ☐ 3. All required corrected resubmittals as indicated in the city's previous transmittal.
- ☐ 4. Original Encroachment Agreement, signed and notarized.

**COMMENTS** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SUBMITTAL COMPLETE: CHECKED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_